To Add Core/Individual Competencies, please review the following screenshots:

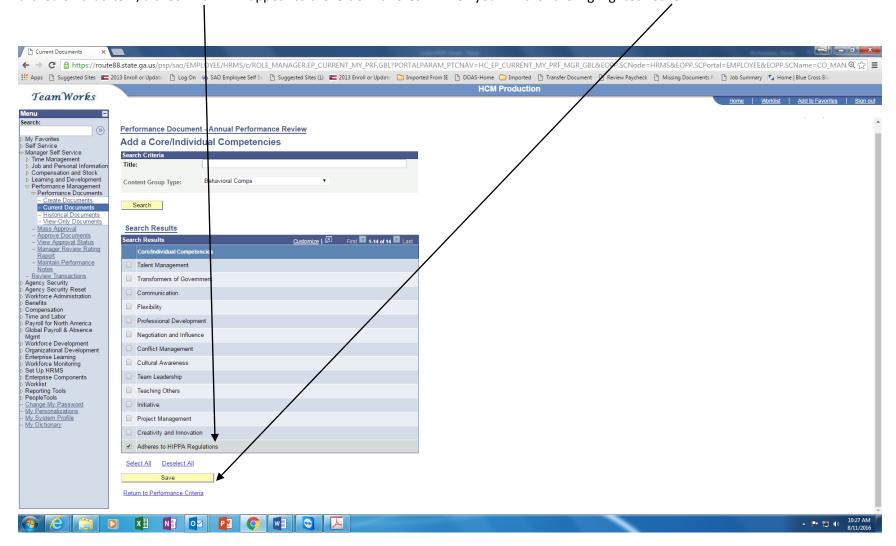

Please cursor on "Add Core/Individual Competencies" then left click on the mouse

The follow page will appear:

Click the highlighted "Search".

TeamWorks   HCM Production

Home | Worklist | Add to Favorites | Sign out

New Window | Help | Customize Page

Menu

Search:

▷ My Favorites
▷ Self Service
▽ Manager Self Service
   ▷ Time Management
   ▷ Job and Personal Information
   ▷ Compensation and Stock
   ▷ Learning and Development
   ▽ Performance Management
      ▽ Performance Documents
         – Create Documents
         – Current Documents
         – Historical Documents
         – View-Only Documents
      – Mass Approval
      – Approve Documents
      – View Approval Status
      – Manager Review Rating Report
      – Maintain Performance Notes
      – Review Transactions
▷ Agency Security
▷ Agency Security Reset
▷ Workforce Administration
▷ Benefits
▷ Compensation
▷ Time and Labor
▷ Payroll for North America
▷ Global Payroll & Absence Mgmt
▷ Workforce Development
▷ Organizational Development
▷ Enterprise Learning
▷ Workforce Monitoring

Performance Document - Annual Performance Review

Add a Core/Individual Competencies

Search Criteria

Title:	

Content Group Type: Behavioral Comps ▼

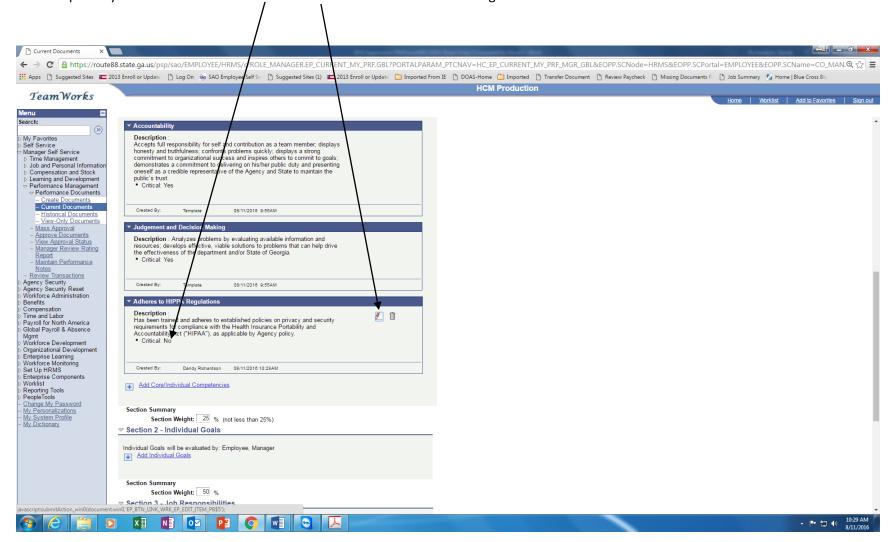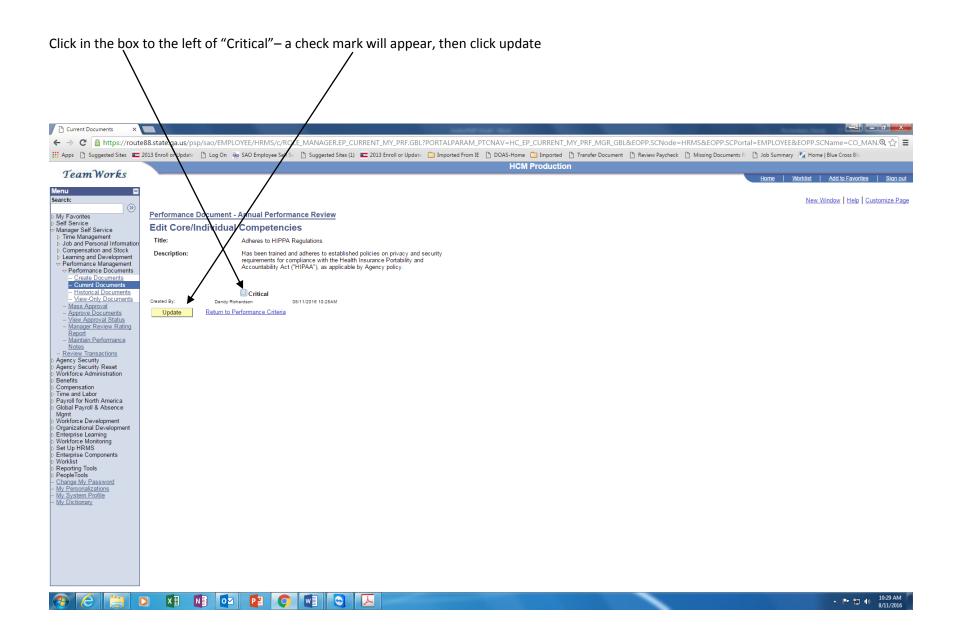[Search]

Return to Performance Criteria

After clicking search, you will receive a list of behavioral Comps. On this screen, you will click "Adheres to HIPAA Regulations" – once you have clicked on that item, a check mark will appear to the left of Adheres…" Then you will click the highlighted "Save".

After clicking "Save" the behavior competency now appears on the PMP.

This competency must be marked as Critical. Click here to edit the critical setting to Yes

Click in the box to the left of "Critical"– a check mark will appear, then click update

The Critical setting has changed to Yes.